



Chrome River Expense Report Instructions for @One Training Reimbursements

The following instructions will outline how faculty can submit an Expense Report within Chrome River after completing the @One Training certificate program.

Chrome River is our new system that allows employees to submit Travel and Conference Pre-Approval Requests and Employee Expense Reimbursements for Employee/Student Travel, P-Card, and Direct Pay (previously called Payment Reimbursement Request).

Employees can log into Chrome River through the [Mt. SAC Employee portal](#) by selecting the "Employees" tab and then selecting the "Chrome River" portlet.

For more information about Chrome River, please watch this very brief [introduction video](#).

Step 1: Complete the @One Training Course(s) based on the approved list provided by the Distance Learning Committee.

NOTE: Per the Faculty Association Side Letter #2, "Full-time professors will be eligible for compensation under this subsection after they complete the applicable training. Adjunct professors will be eligible for compensation under this subsection only after they complete the applicable training and they receive and accept a scheduled assignment."

Step 2: Create and Submit a New "Direct Pay" Expense Report in Chrome River.

Please watch the following video for detailed instructions on how to create a [Direct Pay Expense Report](#). When completing the report please include the following:

Report Name: @One Training for your name (e.g., @One Training for Jane Doe)

Business Purpose: Include the @One course title(s)

Report Type: Direct Pay

Account: 17241-940355-521000-675000

NOTE: This account number should ONLY be used for approved @One trainings as specified in the Side Letter #2.

Attachments: Please include the receipt(s) **AND** @One certificate(s) proving course completion.

After completing and submitting your expense report, it will be routed for approvals and sent to accounts payable for processing. Once fully approved your reimbursement will be issued.



All training materials for Chrome River can be found on our new webpage at <https://www.mtsac.edu/training/chromeriver/>.

For questions and support, please contact our Accounts Payable team at AccountsPayable@mtsac.edu.

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